

ENROLLMENT AGREEMENT CHECKLIST

TO COMPLY WITH R4-39-401(A)(1) – Updated: August 2009

This checklist must be cross-referenced to and accompanied by the school's enrollment agreement. An Enrollment Agreement should contain but is not limited to the following information:

Name of School: _____

City: _____ State _____ Zip Code: _____

Item Number	Page Number(s)	
1. Name, address, and phone number of the student.	_____	
2. Commencement date of program	_____	
3. Program title and title of course or courses within the program.	_____	
4. Total clock & credit hours of the program	_____	
5. Total costs to student and payment schedule:		
a. Tuition period covered by agreement	_____	
b. Tuition and other student charges related to the enrollment agreement, such as deposits, fees, books, supplies, tools, equipment, transportation and other extras e.g., make-up work, special testing, late charges or other school services for which a student may be responsible.	_____	
c. Payment method and terms of Payment to comply with R4-39-405	_____	
6. Refund policy of the institution To comply with R4-39-404	_____	
7. A statement indicating that the individual signing the agreement:		
a. Has read and understands all aspects of the enrollment agreement.	_____	
b. Statement acknowledging that the Catalog dated "xx/xx" is incorporated as a part of the Enrollment Agreement	_____	
c. Acknowledgment that a copy of the catalog has been received.	_____	
		8. If the agreement is presented on more than one page, it must clearly and conspicuously refer the student to succeeding pages. _____
		9. The holder in due course rule as defined in A.R.S. §47-3302. _____
		10. A disclaimer by the institution that "job placement" is not guaranteed to graduates upon completion of the training or upon graduation. _____
		11. Student grievance procedure if not printed in a catalog, bulletin, or other document provided to each prospective student to comply with R4-39-104(D)(9) _____
		12. A 3-day cancellation notice as required By R4-39-404(A) _____
		<u>Ensure the 3-Day Cancellation Notice reads as follows:</u>
		<u>Three-Day Cancellation:</u> An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.
		13. Signature of the student and an official of the institution. _____